

CITIZEN ACTION REQUEST

City of Duvall
PO Box 1300
15535 Main St. NE
Duvall, WA 98019
(425) 788-1185

This is a ☐ Compliment ☐ Complaint ☐ Suggestion

Citizen Requesting Action: _____

Home Address: _____

Daytime Phone: () _____ Home Phone: () _____

Location of Requested Action: _____

Detailed description of request or comment (be as specific as possible): _____

What can individuals or other agencies do? _____

Do you want staff to call you back? ☐ Yes ☐ No

CITY USE ONLY

Date request received: _____ Received By: _____

☐ City Hall Administration ☐ Public Works Administration ☐ Police Administration

Sent for response and action to: _____ Date Sent: _____

FOR DEPARTMENTAL FOLLOW-UP

By who: _____ When: _____

Solution/Response: _____

CITIZEN REQUEST INVESTIGATION PROCESS

1. Written request will be distributed to the department of which it pertains to.
2. A Site investigation, if needed, is performed to verify alleged code violation(s).
3. If code violation(s) is found, research is conducted to obtain name of legal property owner, permit history, etc.
4. The property owner will be contacted (phone/letter) outlining time frames and corrective measures necessary to eliminate violation(s).
5. If the property owner refuses to meet voluntary compliance, the matter is referred to the City of Duvall Attorney's Office for further action.